

College of Education & Human Development
Professional Education Department
Teacher Credential Summary for Graduate Admissions

Applicant name: _____ Date of Birth: _____

Program for which you are applying: _____

1) Applicants to the following programs in the Professional Education Department **must** attach EVIDENCE of TEACHER CERTIFICATION when applying to the program:

- Special Education
- Professional Educator
- Educational Leadership

This evidence should be a copy of your teacher certification from the state in which you are certified. Teacher certification must be at the level of provisional or professional, and not at the level of conditional certification.

2) In addition, applicants for the Educational Leadership Program **must** submit evidence of three years of classroom teaching in a K-12 setting.

NOTE REGARDING EXEMPTIONS:

Students seeking exemptions to either of these policies must attach a written request for a waiver of the appropriate policy as well as an explanation and justification for the request.

SUMMARY OF ATTACHED ITEMS:

Please check all items for which you have attached documentation.

Special Education Program:

- Evidence of Teacher Certification **OR**
- Request for Waiver of Teacher Certification and, justification for the request

Professional Educator Program:

- Evidence of Teacher Certification **OR**
- Request for Waiver of Teacher Certification and, justification for the request

* Educational Leadership Program:

- Evidence of Teacher Certification **OR**
- Request for Waiver of Teacher Certification and, justification for the request
- AND**
- Evidence of Three (3) Years Classroom Teaching Experience in K-12 setting **OR**
- Request for Waiver of Three Years Classroom Teaching Experience

Please submit this form and attached documentation to:
Office of Graduate Admissions – University of Southern Maine
P.O. Box 9300
Portland, Maine 04104-9300

(Office located at 39 Exeter St., Portland ME)